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96-67

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

Joint Computer Support
OFFICE OF ~~COMPUTER SERVICES~~



~~SECRET~~

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6

SECRET

SCHEDULE NO. 96 95-67-1

CONCURRENCE

OFFICE, DIVISION, BRANCH

OFFICE OF COMPUTER SERVICES, Deputy Director for Science and Technology

SIGN

TITLE

Director, OCS, DDS&T

5 October 1967

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|----------|--|-----------------------|--------------------------|
| 0. | <p><u>INTRODUCTION</u></p> <p>a! This schedule is a composite schedule for the Office of Computer Services, Deputy Director for Science and Technology. The records covered by this schedule are those accumulated by the Office of Computer Services in fulfilling its mission to:</p> <p>(1) Develop and operate a computer services organization to satisfy automatic data processing requirements from any component of the Agency, including:</p> <p>(a) Systems analysis.</p> <p>(b) Programming assistance.</p> <p>(c) Operation of computer equipment.</p> <p>(2) Provide advice, technical information, or other ADP information to various Agency components.</p> <p>b. The functions and responsibilities of the Office of Computer Services include:</p> <p>(1) Conducting or assisting in feasibility studies and the design of appropriate ADP systems in response to requests from Agency components.</p> <p>(2) Serving as the focal point for feasibility studies and</p> | | |

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Group 1
Excluded from automatic
downgrading and
declassification

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| 0. | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p><u>INTRODUCTION (cont'd)</u></p> <p>Directorate for Science and Technology.</p> <p>(3) Preparing and/or conducting such computer software or programs as are required to support the computer operations of the Office of Computer Services.</p> <p>(4) Equipping and operating a computer center to perform the full range of ADP services.</p> <p>(5) Maintaining a staff of qualified technical personnel who can consult with and assist other Agency components in matters related to ADP.</p> <p>(6) Collaborating with the Office of Security, Office of Communications, other Agency components, and members of the Intelligence Community in developing and effecting appropriate security measures for ADP.</p> | | |
| 1. | <p><u>POLICY FILES</u></p> <p>These files are those held in the executive offices of the Director, Office of Computer Services, DDS&T. These files consist of correspondence, reports, memoranda, committee reports, and other documents relative to the direction of the Office of Computer Services, and its relationship to other Agency Components, and the Intelligence Community. These records are held subjectively under an established numerical system, and cover the period of: 1961 to present.</p> | 30.0 | <p>Permanent. Break files annually, or at such other time as volume considerations render the retention of these files in active file space impracticable. Retire to the Records Center.</p> <p>21 D</p> |

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| 2.) | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p><u>OCS REGULATORY ISSUANCE FILES</u></p> <p>These issuances consist of OCS Orders, Notices, and other issuances directive in nature, or issued for informational purposes, relating to the administration and management of the Office of Computer Services. These issuances are controlled by the Administrative Staff which maintains the master file. Period covered: 1965 to present.</p> | .1 | <p>Permanent. Maintain on a current basis. Retain superseded issuances for an additional year and retire to the Records Center.</p> <p>TI A</p> |
| 3. | <p><u>SUBJECT FILES</u></p> <p>These files are those held throughout the major components of OCS, with the exception of the Administrative Staff, in addition to those files specifically covered in this Records Control Schedule as readily identifiable and integral file series. These files are those which have been designated official OCS files, and for which the respective components have been declared the office of record. These files are general files which contain letters, memoranda, and other types of documents and records pertaining to the respective component's projects, operations, administration, policy, planning, and management. These records are held subjectively under an established file system. Period covered: 1963 to present.</p> | 100.0 | <p>Temporary. Break files annually, or at such other time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center. Destroy 25 years after receipt in the Records Center.</p> |
| 4.) | <p><u>ADMINISTRATIVE FILES</u></p> <p>These files are those held by the Administrative Staff, OCS, as the office of record, and consist of letters, memoranda, standard forms, and other documents pertaining to the administration and management of the Office of Computer Services. These are approved for release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> | 45.0 | |

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| 4. | <p data-bbox="248 978 672 1003">ADMINISTRATIVE FILES (cont'd)</p> <p data-bbox="315 1035 542 1066">(a.) <u>Subject Files:</u></p> <p data-bbox="321 1098 867 1287">These files consist of reports, correspondence, and other documents pertaining to the overall mission and functions of OCS, Administrative Staff, not included in the specific categories described below. These files are held under a subject-numeric system. Period covered: 1963 to present.</p> <p data-bbox="315 1318 581 1350">(b.) <u>Personnel Files:</u></p> <p data-bbox="321 1381 867 1486">These files are those maintained as the "soft files" for OCS personnel and applicants. These files are maintained alphabetically. Period covered: 1963 to present.</p> <p data-bbox="315 1518 558 1549">(c.) <u>Training Files:</u></p> <p data-bbox="321 1581 867 1738">These files consist of duplicate training requests, training catalogs, schedules, and other materials; pertaining to the OCS training function. These files are held subjectively. Period covered: 1965 to present.</p> <p data-bbox="315 1770 553 1801">(d.) <u>Security Files:</u></p> <p data-bbox="321 1833 867 1959">These files consist of memoranda, reports, and other documents pertaining to personnel and physical security of OCS. These files are held subjectively. Period covered: 1965 to present.</p> | <p data-bbox="881 957 979 989">SECRET</p> | <p data-bbox="987 957 1190 982">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p data-bbox="987 1045 1565 1203">Temporary. Break files annually, or at such other time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center. Destroy 25 years after receipt in the Records Center.</p> <p data-bbox="987 1329 1565 1455">Temporary. Maintain on a current basis. Upon termination or transfer of the employee, screen and forward material not previously forwarded to the Office of Personnel, or the gaining office. Destroy remaining papers.</p> <p data-bbox="987 1518 1507 1570">Temporary. Maintain on a current basis. Destroy when no longer needed.</p> <p data-bbox="987 1770 1565 1875">Temporary. Maintain on a current basis. When no longer needed, screen and forward material not previously forwarded to the Office of Security. Destroy remaining papers.</p> |

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| 4. | <p data-bbox="448 961 1187 989">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p data-bbox="245 995 667 1016"><u>ADMINISTRATIVE FILES (cont'd)</u></p> <p data-bbox="318 1047 570 1073">e. <u>Logistics Files:</u></p> <p data-bbox="318 1104 867 1293">These files consist of memoranda, work orders, requisitions, purchase orders, equipment rentals, property accountability records, logs, and other documents pertaining to logistical support of OCS. These files are held subjectively. Period covered: 1963 to present.</p> <p data-bbox="318 1325 683 1350">f. <u>Budget and Finance Files:</u></p> <p data-bbox="318 1381 867 1570">These files consist of office estimates, instructions, narrative and statistical statements of requirements, vouchers, travel orders, correspondence, and other records pertaining to the budget and fiscal support of the Office of Computer Services. Period covered: 1965 to present.</p> <p data-bbox="318 1602 553 1627">g. <u>Contract Files:</u></p> <p data-bbox="318 1659 867 1745">These files consist of contracts and other documents related to OCS contractual services. Period covered: 1965 to present.</p> | 1 | <p data-bbox="984 1047 1568 1209">Temporary. Maintain on a current basis. Property, and other records subject to audit are to be retained until completion of the audit. When no longer needed, screen and forward material not previously forwarded to the Office of Logistics. Destroy remaining papers.</p> <p data-bbox="984 1325 1528 1402">Temporary. Break files annually at the end of the fiscal year. Retain an additional 3 years and destroy.</p> <p data-bbox="984 1602 1568 1713">Temporary. Maintain on a current basis and 6 months after termination. Screen and forward pertinent papers to the Office of Logistics. Destroy remaining papers.</p> |

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| 5. | <p><u>TECHNICAL ANALYSIS AND SYSTEMS DEVELOPMENT FILES:</u></p> <p>These files consist of studies, job requests, documentation, procedures, and other materials developed by systems analysts and programmers, as well as other technical personnel, in conducting feasibility studies, developing automatic data processing systems, preparation of programs, and implementation and operation of the systems. These files are held in the form of card decks, machine listings, standard forms, and other documentation. These files are generally held as working files of the respective component analyst personnel and are of transitory value directly related to the time frame in which a system is studied, developed, and placed into operation. It becomes reference material, but is unrelated to the reference material, <u>per se</u>, listed below. Period covered: 1965 to present.</p> | 300.0 | <p>Temporary. Maintain on a current basis. When no longer needed, screen and transfer record material not already incorporated to component, or other pertinent, subject, project, and operational files. Destroy remaining papers.</p> |
| 6. | <p><u>REFERENCE FILES</u></p> <p>These files consist of manuals, reports, operating system information, reference books, periodicals, technical journals, and other types of material published by vendors and/or contractors with respect to the technical and operational aspects of automatic data processing systems and equipment. This material is generally held on desks, or in readily accessible equipment in close proximity to OCS analytical and operational personnel. Period covered: 1963 to present.</p> | 200.0 | <p>Temporary. Maintain on a current basis. Destroy when no longer needed for reference, or when becoming obsolete or superseded.</p> |

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Records Disposition Authority

Records Control Schedule 96-67-1 for the Office of
Computer Services is approved and authority hereby given
to implement the disposition instructions therein.

Preparation:

[Redacted Signature Box]

Records Management Analyst

26 OCT 1967

Date

Approval:

[Redacted Signature Box]

CIA Records Administration Officer

26 OCT 1967

Date

OCS-1502-71
29 September 1971

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : DD/S&T Records Management Officer *Sam*

SUBJECT : Records Control Schedule 96-67-1 Revision

1. Attached are an original and three copies of a proposed revision to the OCS Records Control Schedule 96-67-1, item number 7, page 7. This revision is forwarded for your review and approval.

2. The change in the schedule is for the retention and retirement of the chronological files held in the executive offices of the Director, Computer Services. These files are a valuable historical record of this office and generally deal with the overall direction, mission and function of the office.

X1
APPROVED

CIA Records Administration Officer

25X
[Redacted]
Records Management Officer, OCS

21 Oct. 1971
Date

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| 7. | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p><u>CHRONOLOGICAL FILES</u></p> <p>These files contain copies of correspondence prepared by the OCS components and maintained as extra copy reading files. These files are held chronologically by data. Period covered: 1965 to present.</p> | 10.0 | <p>Temporary. Break files annually. Retain an additional 6 months and destroy.</p> <p><i>See revised item 7 a.s.h. files as next page 7a.</i></p> |
| 8. | <p><u>PUBLICATION FILES</u></p> <p>These files contain regulatory issuances, and other publications of DDS&T, CIA, and the Intelligence Community. These publications are generally held by originating series. Period covered: 1965 to present.</p> | 2.0 | <p>Temporary. Retain on a current basis. Destroy when no longer needed, or when superseded or made obsolete.</p> |
| 9. | <p><u>DOCUMENT CONTROL FILES</u></p> <p>These files consist of Document Control Form 238, and other controls maintained for documents of various classifications and sensitivity. These files are held by control number. Period covered: 1965 to present.</p> | 1.0 | <p>Temporary. Retain on a current basis. Destroy when no longer needed.</p> |
| 10. | <p><u>PROJECT FILES</u></p> <p>These files consist of card decks, tapes, machine listings, documentation, data input records, and other materials received in, maintained by, or produced by the Office of Computer Services in the operation of its Computer Center to provide computer services to customer components of the Agency, as well as internal OCS projects. These services are under project (job) control, with each being given a number and title. The Office of Computer Services is the office of record for this material only to the extent that it is maintained by the Office of Computer Services.</p> | | |

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| 10. | <p data-bbox="248 961 568 1014"><u>PROJECT FILES (cont'd)</u></p> <p data-bbox="248 1045 865 1323">tation and data processing media in fulfilling its functions as a service organization. Customer components retain the responsibility for basic input data, and for making provisions for the disposition of the data output prepared by OCS. These files are under the jurisdiction and control of the Computer Center (Technical Staff, and Operations Division), OCS, and are maintained under the following categories. Period covered: 1961 to present.</p> <p data-bbox="280 1350 776 1407">a. <u>Systems Design, Programming and Production Procedures Manual:</u></p> <p data-bbox="289 1434 873 1659">This manual outlines and describes the standard practices which must be used in order to initiate program, document, and process a project in OCS. Standard practices are described for having a project approved for development in OCS, and for study, programming, testing, documenting, production, filing, and accounting procedures.</p> <p data-bbox="280 1686 711 1717">b. <u>Master Project Control Files:</u></p> <p data-bbox="289 1745 873 2016">These files are those maintained in the Operations Division, Production Control Branch, as the office of record. These files consist of project approval records, systems documentation, programming manuals, a run book, source program master and index listings, object programs, customer codes, programmer diagram codes, and project status listings. These files are held by project number and name.</p> | <p data-bbox="881 961 1190 993">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p data-bbox="881 993 974 1014">SECRET</p> <p data-bbox="881 1350 974 1381">.1</p> <p data-bbox="881 1686 974 1717">50.0</p> | <p data-bbox="987 1350 1133 1381">Temporary.</p> <p data-bbox="1044 1381 1572 1486">Technical Staff: Maintain the master copy and distribution control on a current basis. Maintain one copy as a vital document in the Vital Materials Repository.</p> <p data-bbox="1044 1518 1572 1602">Manual Custodians: Maintain on a current basis. Return to the Technical Staff when no longer needed for reference.</p> <p data-bbox="987 1686 1572 1938">Temporary. Maintain on a current basis with a duplicate copy held as a vital document in the Vital Materials Repository. As changes are recorded in the vital document copy, retain these changes as the history of the project. Upon termination of the project, retire the vital materials copy to the Records Center. Destroy 10 years after receipt in the Records Center.</p> |

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| 10. | <p>PROJECT FILES (cont'd)</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p><u>c. Input Source Document Files:</u></p> <p>These files consist of documents submitted to OCS from which data is converted to forms appropriate to the updating of data files for a particular project in the OCS Computer Center. These source documents may be duplicate copies of source documents, code sheets, or other documents received from the respective customer component. These files are maintained by type.</p> <p><u>d. Card Deck Files:</u></p> <p><u>* (1) Source Program Cards and Documentation:</u></p> <p>These files consist of source programs held on IBM cards coded under established program language standards and procedures set forth in the <u>Systems Design, Programming and Production Procedures Manual</u>, as well as machine runs as backup to the cards. These records are held by project number and title.</p> <p><u>(2) Data Cards:</u></p> <p>These files consist of IBM cards constituting a basic data bank in support of Computer Center services. These cards are held by project.</p> | <p>30.0 Temporary. Maintain for a period of 3 months following date incorporated into OCS data files for the respective project, then destroy.</p> <p>20.0 Temporary. Maintain on a current basis. When practicable place source programs on tape and deposit as vital records in the Vital Records Repository, along with the machine run documentation. <u>Otherwise, deposit card decks and related machine run documentation as appropriate. Upon termination of the project, retire to the Records Center. Destroy 10 years after receipt in the Records Center.</u></p> <p>50.0 Temporary. Maintain on a current basis. Destroy as updated or no longer needed for reference or backup purposes.</p> |

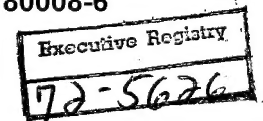
APPROVED 23 Aug 1968
 Date
 CIA Records Administration Officer

* Revised: 7 August 1968

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| 10 | <p><u>PROJECT FILES (cont'd)</u></p> <p>(e.) <u>Magnetic Tape Files:</u></p> <p>These files consist of magnetic tapes containing programs and data pertaining to the projects serviced by the OCS Computer Center. These tapes are held under a numerical system in an established tape library, supported by a card and machine listing catalog.</p> <p>(f.) <u>Machine Listing Files:</u></p> <p>These files consist of machine listings produced in connection with the OCS Computer Center Project support function. These runs are used for reference and other purposes by analysts and other personnel of the Computer Center.</p> <p>(g.) <u>Computer Processing Request:</u></p> <p>These files consist of completed Computer Processing Request (Form 2737). This form provides OCS with a signed record of completed jobs picked up by the customer.</p> | <p>1,000.00</p> <p>40.0</p> <p>40.0</p> | <p>Temporary. Maintain on a current basis. Upon termination of the project, retire data tapes to the Records Center when such tapes are not obsolete, nor subject to further updating, but rather represent historical data worthy of limited retention as an integral part of the project file. Program tapes are to be retired to the Records Center. Program tapes and data tapes retired to the Records Center are to be incorporated with the master project control files into the respective project file. Destroy 10 years after receipt in the Records Center.</p> <p>Temporary. Maintain on a current basis. Destroy when no longer needed for reference purposes, or superseded.</p> <p>Temporary. Maintain for a period of 6 months then destroy. Retain in current files for 1 month, then retire to Records Center.</p> <p>Approved: </p> <p>DD/S&T Records Management Officer</p> <p>Approved: </p> |

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19 October 1972

MEMORANDUM FOR: Special Assistant for Information Control,
Executive Director-Comptroller

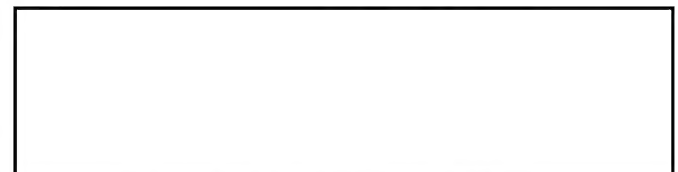
ATTENTION : Chief, Records Administration Branch, DCI

SUBJECT : Interim Authority to Retire Project Records of
SIPS Task Force

1. During the six years that the SIPS Task Force has been actively engaged in systems analysis and development, considerable amounts of project control and reference material have accumulated - most of the materials bearing directly on the day-to-day activities of the Task Force. With the advance of the project into the final design and implementation phases, however, certain segments of the records have become inactive and should be retired to prevent improper utilization of safe and vault space.

2. An effort is currently in process to draft a Records Control Schedule in coordination with [redacted] DDS Records Management Officer. The draft schedule should be ready for review and approval during the next two months.

3. To enable the SIPS Task Force to cope with immediate record disposition problems, it is requested that the Task Force be granted interim authority to retire a limited amount of material to the CIA Records Center [not to exceed 6 boxes].



Records Management Officer
SIPS Task Force

APPROV

